Digital Preservation and Access (DiPA) Award
Request for Proposals

The purpose of the Digital Preservation and Access (DiPA) Award is to increase accessibility to historically significant and unique items in the South Central Region by providing funding for Network members to digitize portions of their collections. Collections considered for digital preservation under this award should increase accessibility of health/medical collections. These digital collections must be listed in the National Library of Medicine [Directory of the History of Medical Collections](#) and freely available online.

In additional to digitization of materials, projects may include such activities as cataloging, indexing, implementing rich text media for archival use, and the creation of metadata.

Eligibility

Full Network members in the NN/LM SCR (Arkansas, Louisiana, New Mexico, Oklahoma and Texas) are eligible to apply. Network membership is free and open to institutions interested in providing health information. To apply for membership, see: http://nnlm.gov/scr/services/member.html.

Funding

One (1) project up to $25,000 will be available.

Period of Performance

May 1, 2012 – April 30, 2013

Proposal Instructions and Submission Deadlines

A Letter of Intent must be provided no later than February 17, 2012.

The Letter of Intent can be submitted electronically, by mail, or by fax. Your expression of intent is not binding, but will greatly assist in planning for proposal evaluation.

Proposal instructions (and the complete RFP) are available at: http://nnlm.gov/scr/funding/dipa.pdf.

Proposals must be received by March 9, 2012 5:00 pm CT.

For a list of past awards, see NN/LM SCR funded projects at: http://nnlm.gov/scr/funding/scrfunded.html#dipa

Budget Guidelines

Indirect costs (IDC) up to 25% are allowed for this award; this award will not fund food or furniture costs.

All awards issued under the NLM Contract with the Houston Academy of Medicine, Texas Medical Center Library are subject to the Government's availability of funds in compliance of Federal Acquisition Regulation (FAR) 52.232-18, Availability of Funds.

The Government's obligation under this contract is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are made available to the Contracting Officer for this contract and until the Contractor receives notice of such availability, to be confirmed in writing by the Contracting Officer.

Evaluation Criteria

Special consideration will be given to applicants who have not been funded by the NN/LM SCR for a project over $15,000.

Proposals will be scored against the following criteria:

Criteria: Maximum 100 Points:

Criterion 1
Significance: 30 Points

- Collection is unique;
- Collection subject content includes topics relevant to the preservation of the history of the health sciences;
- Materials are appropriate for an online digital collection;
- Demonstration of demand/popularity of material in the collection by library users;
- Demonstration that digitization of materials will impact broad research community including scholars interested in the history of the health sciences;
- Appraisal documentation or criteria;
- Evidence of provenance.

Criterion 2
Project Design: 45 Points

- Inclusion of a well-defined plan for digitization of materials,
- Inclusion of appropriate project workflows and timelines;
- Description of how materials will be made available;
- Detailed technology plan describing the rationale for selection of this technology;
- Evidence of Principal Investigator(s) ability to manage digitization projects;
- Plan to publicize digitized collection;

- Description of strategy for adherence to Section 508 Compliance;
- Description of plan to evaluate the successfulness of the project;
- Intent to continue making collection freely available after completion of the project.

Criterion 3
Budget: 20 Points

- Identification of all costs related to project;
- Accuracy of all costs related to project;
- Justification of how all budgeted items will contribute to the project.

Criterion 4
Project Support: 5 Points

- Evidence of institutional facilities and resources adequate to support the proposed program;
- Letters of commitment from bidder's institutional administration and Information technology department.

Reporting Requirements

Quarterly reports are required and will be entered and submitted to the Outreach Application and Online Contract Reports System at https://outreach.nlm.nih.gov. Users of the System must first create an account before reports can be submitted.

Publication and Publicity

The awardee shall acknowledge the support of the National Library of Medicine whenever publicizing the work under this contract in any media by including an acknowledgment substantially as follows:

This project has been funded in whole or in part with Federal funds from the Department of Health and Human Services, National Institutes of Health, National Library of Medicine, under Contract No. HHSN-276-2011-00007-C with the Houston Academy of Medicine-Texas Medical Center Library.

NIH Policy on Enhancing Public Access to Archived Publications Resulting from NIH-Funded Research

As of April 7, 2008, final peer-reviewed manuscripts arising from NIH funds must be submitted to PubMed Central upon acceptance for publication.

The NIH Public Access Policy at http://publicaccess.nih.gov/policy.htm ensures that the public has access to the published results of NIH funded research. It requires scientists to submit final peer-reviewed journal manuscripts that arise from NIH funds to the digital

archive PubMed Central (http://www.pubmedcentral.nih.gov/) upon acceptance for publication. To help advance science and improve human health, the Policy requires that these papers (http://publicaccess.nih.gov/FAQ.htm#b1) are accessible to the public on PubMed Central no later than 12 months after publication. The NIH Public Access site should be consulted for additional information: http://publicaccess.nih.gov/policy.htm.

If an NIH-supported peer-review article is published in a non-PMC journal, the final manuscript must be submitted to PMC via the NIH Manuscript Submission System (NIHMS). If the author was supported by an NIH contract, and the contract details are not available for selection in the NIHMS, the author should contact the NIHMS Help Desk to have this information added to the system. This lets the NIHMS Help Desk correlate requests with specific manuscript numbers and specific users, and helps us resolve the issue faster.

The NIHMS Help Desk will need the following information:
- Contract number: HHSN-276-2011-00007-C
- Contract title/name: National Network of Libraries of Medicine
- Awarding NIH institution: National Library of Medicine

Website Compliance

If a website is developed under this award, the website must adhere to Section 508 compliance. Resources for this compliance include the *National Library of Medicine Web Applications/Site Development Guidelines* (http://www.nlm.nih.gov/web/documentation/index.html) and *Summary of Section 508 Standards* (http://www.section508.gov/index.cfm?FuseAction=Content&ID=11).

Need help?

Emily Hurst, Technology Coordinator
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South Central Region (NN/LM SCR)
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Fax: 713-790-7030
Email: emily.hurst@exch.library.tmc.edu

DIGITAL PRESERVATION AND ACCESS AWARD

PROPOSAL INSTRUCTIONS

A detailed plan must be submitted indicating how the project will be implemented. All elements outlined below must include as much detail as necessary to demonstrate a clear understanding of the work being undertaken.

1. **Cover Sheet:**

   - **Unique proposal title**

   - **Principal Investigator details including**:
        i. Name
        ii. Agency and/or health sciences library
        iii. Agency/institution Tax ID#
        iv. Address
        v. Telephone number
        vi. Fax number
        vii. Email address

2. **Summary**: Provide a one paragraph summary of the proposed project.

3. **Statement of Work**: The Statement of Work shall include technical requirements, specific tasks, and succinct project descriptions:

   - **Significance of Collection**: Describe the nature and scope of the collection.
        i. Provide information on the historical significance, uniqueness and provenance of the materials.
        ii. Provide any appraisal criteria used for evaluating the significance of the collection.
        iii. Explain how materials are currently being accessed.
        iv. Explain how digital preservation of materials will be beneficial.
        v. Describe how materials in the collection include topics relevant to the history of the health sciences.
        vi. Provide information on current and potential users/uses of this collection including by scholars interests in the history of the health sciences.
        vii. Identify and describe the materials that will be digitized.
        viii. Specify for what portion of the collection copyright clearance has already been obtained and the nature of that clearance.

   - **Project Description**: Describe the project in detail. Include the following:
        i. Statement of the goal(s) of the project and the specific objectives the project will achieve.

   ii. Description of how the proposed method of digitizing and providing access will ensure that users understand the context, content, and structure of the collection.

   iii. Detailed description of the technology plan including the rationale for selection of the applicable technology.

   iv. Specifications for equipment and applications necessary to complete the project.

   v. Description of measures used to ensure materials are accessible and meet Section 508 Compliance standards.

   vi. Describe plan for evaluating project success.

   vii. Detailed implementation plan for the project including timeline.

4. **Publicity**: Provide a reasonably detailed plan for promoting the project to the user community, parent institution, the public, etc.

5. **Facilities/Institutional Support**: Describe the (bidding) institution, its resources and services. Include letters of support from the: Principal Investigator's Information Technology department, and institution's administration.

6. **Personnel**: Identify all project personnel and a narrative summary of qualifications as they relate to the Statement of Work and project responsibilities. Evidence of the Principal Investigator(s)' ability to manage a project of similar scope should be provided. A tabular summary of estimated hours of project work and percentage of total hours worked should be provided for all personnel. Include curriculum vitae for all proposed personnel.

7. **Continuation of Activities after Project Completion**: Describe intent to ensure continued access to the collection after completion of the project.

8. **Evaluation Plan**: The evaluation plan should be closely tied to the Statement of Work and the project goals and objectives. Discuss how you will know that you have achieved each objective, including benchmarks for digitizing and publicity of collection. Applicants should consult *Measuring the Difference: Guide to Planning and Evaluating Health Information Outreach* (available online at http://nnlm.gov/evaluation/guide) or the NN/LM SCR office when developing needs assessments and/or evaluation plans.

9. **Budget**: Include a detailed budget in spreadsheet format providing a breakdown and written justification for the costs included in each expenditure category. Total costs must not exceed $25,000. Funds may be requested for the following (these are examples only and not meant to be all-inclusive):

- Personnel
- Purchase of hardware and software related to the technology
- Hardware and software installation and maintenance costs
- Application training costs

- Evaluation
- Indirect costs (IDC) (**up to 25%** are allowed for this award)
- Travel necessary to support the project

If technology or computer hardware is proposed, please submit the following

- For technology or computer hardware purchases under $3,000 – submit catalog pricing.
- For technology or computer hardware purchases $3,000 or more per item – submit three (3) vendor quotes (valid preferably for 60 days, minimum of 30 days). Quotes may include General Service Administration (GSA) price lists. Reference: http://www.gsa.gov.
- For personal appeal items such as cameras, MP3 Players, Smartphones, and laptop computers the proposal must address the following:

  - **Purpose**: There is a legitimate purpose for the items, and use of the items by the awardee will be managed in accordance with institutional policy.
  - **Appropriate Use**: Items will not be used in a way that would discredit the NN/LM, the National Library of Medicine and the National Institutes of Health or the applicable institution.
  - **Cost Effective**: Must demonstrate requested items are cost effective and appropriate. For example, will generic brands satisfy the minimum requirements? If not, the proposal/request must describe 1) why it is necessary to purchase branded products, 2) benefits in brand name products. How will items further the mission of the NN/LM and achieve the objectives of the contract?

Vendor quotes are necessary to determine price reasonable for purchase of $3,000 or more. The absence of competitive quotes must be documented and justified.

10. **Submission Instructions**: Submit six (6) unbound printed copies and one (1) electronic version (Microsoft Word/PDF) of the proposal. Additional documentation such as letters of support, charts, or other supporting material may be submitted via email or regular mail to the address below:

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